



JOB DESCRIPTION

Job Title: Director, Finance and Corporate Services

Responsible to: CEO

Line Manages: Finance Manager
Head of Knowledge and Information (IT elements only)
Head of HR

Liaises with: Senior Management Team, Heads of Section, Budget holders, Chair and Board members, Audit Committee, Department for Culture, Media and Sport (DCMS), Charity Commission, internal and external auditors, lawyers

Main purpose of the job:

- To contribute to the strategic direction and effective management of the Horniman as a member of the Senior Management Team, helping create inspirational and resilient corporate plans, strategies and supporting budgets to present to the Board for annual approval
- To ensure effective processes are in place for the management of business risk including acting as Data Controller and Senior Information Risk owner, responder for Freedom of Information Act responses and Designated Safeguarding Lead
- To provide an efficient and effective service as Company Secretary and Secretary to the Board of Trustees
- To provide strategic leadership to the Finance, HR, and IT teams
- To promote improvements to business processes and working practices to increase efficiency and value for money across the organisation

Main Responsibilities:

1. Financial Planning and Strategy

- To support long term planning and financial strategy, including development of appropriate financial models and projections

2. Financial Management

- To be responsible for ensuring that there are effective financial systems, procedures and controls in place which comply with external regulations and enable management and budget holders to manage resources efficiently and effectively
- To co-ordinate, advise and oversee the budget setting and mid-year review processes
- To present accurate financial management information to the CEO, Board and its subcommittees on a regular basis

- To be responsible for cash flow management, including ensuring that monthly grant in aid drawdowns and other project claims are made on an accurate and timely basis
- To be responsible for the development and implementation of the Horniman's investment policy and reserves policy
- To manage the Finance team and be responsible for developing and implementing its workplan.

3. Accounting and taxation

- To be responsible for ensuring that the Trust complies with all relevant accounting and taxation obligations
- To be responsible for ensuring that the accounting records enable the Trust to meet its external reporting requests
- To be responsible for the preparation of the annual financial statements to meet all relevant accounting requirements
- To work with the external auditors to finalise and present the annual financial statements to the Audit Committee and arrange publication following Board and DCMS approval

4. Information Technology (IT)

- To ensure the IT function operates effectively and meets the business needs of the Trust
- To oversee the development and delivery of the IT strategy as part of the wider digital transformation strategy

5. HR

- To monitor, assess and advise on the implications of changes in pay and conditions in cooperation with HR and ensure the annual Pay Remit is submitted to DCMS
- To work to foster good industrial relations and represent the Trust in negotiations with the Trade Union on issues relating to pay and conditions.
- To oversee and sign off the monthly payroll
- To manage the relationship with the pension provider in consultation with HR

6. Risk Management

- To oversee the management of risk in the organisation, leading on the business risk management framework
- To act as Data Controller and Senior Information Risk owner

7. Company Secretary

- To act as Company Secretary to the Horniman Public Museum and Public Park Trust and to Horniman Museum Enterprises Ltd
- To attend Board and Board sub-committee meetings and provide support to the Board as required

8. Key relationships

- To develop effective working relationships with DCMS and other sponsor

- bodies and respond to requests for information.
- To manage the relationship with the external and internal auditors, lawyers and bank
- To liaise with Horniman Museum Enterprises (HME), attending Board meetings, developing service levels between the Horniman and HME and providing financial advice on relevant matters

9. Corporate Management responsibilities

- To secure and maintain appropriate insurance arrangements
- To develop and oversee the procurement policy and procedures
- To review and provide advice on contracts
- To lead on counter fraud policies, procedures, training and reporting.
- To act as Designated Safeguarding Lead for the Horniman.
- To respond to FOI enquiries

A Standard DBS check is required for this post.

Person specification

(E=Essential Criteria, D = Desirable Criteria)

Minimum Shortlisting Criteria

Knowledge & Experience (relative to the requirements of the role)

- A relevant professional qualification plus experience in financial and management accounting (E)
- Knowledge of charity and public sector accounting (E)
- Experience in long-term forward planning, policy formulation and implementation, staff management and control of budgets (E)

Skills & Competencies

- Proven ability to work at the senior level this post demands, and the leadership skills necessary to command the respect and co-operation of staff

Additional Shortlisting Criteria

Knowledge & Experience (relative to the requirements of the role)

- An awareness of current digital developments and their application in the workplace (E)
- Understanding and experience of GDPR requirements (D)

Skills & Competencies

- Ability to take a strategic lead on financial management and the development of IT (E)
- Ability to organise and manage staff and financial resources (E)
- Ability to work with and secure co-operation from a wide range of external people and organisations in the interest of the Horniman's aims and objectives. E)

Further Selection Criteria – to be tested at interview

- First class inter-personal, diplomatic, negotiation and communications skills together with the ability to co-operate within the Senior Management Team. An understanding of own strengths and weaknesses in a team and the ability to deploy these to best effect (E)
- Good level of IT skills including experience of computerised accounting and payroll systems (E) preferably Sage 200 and Sage Payroll (D)
- Ability to communicate effectively both verbally and in writing to all levels of staff (E)
- Ability to work as part of a team and to act as Project Director if required (E)
- An understanding of the principles of equal opportunities and diversity and how they relate to the responsibilities of the job (E)

Personal Attributes

- An empathy with the Horniman mission, values and charitable purpose
- A commitment to equality and diversity
- Willingness to work flexibly to achieve corporate objectives
- Commitment to own learning and professional development

Circumstances

- A Basic DBS check is required for this post